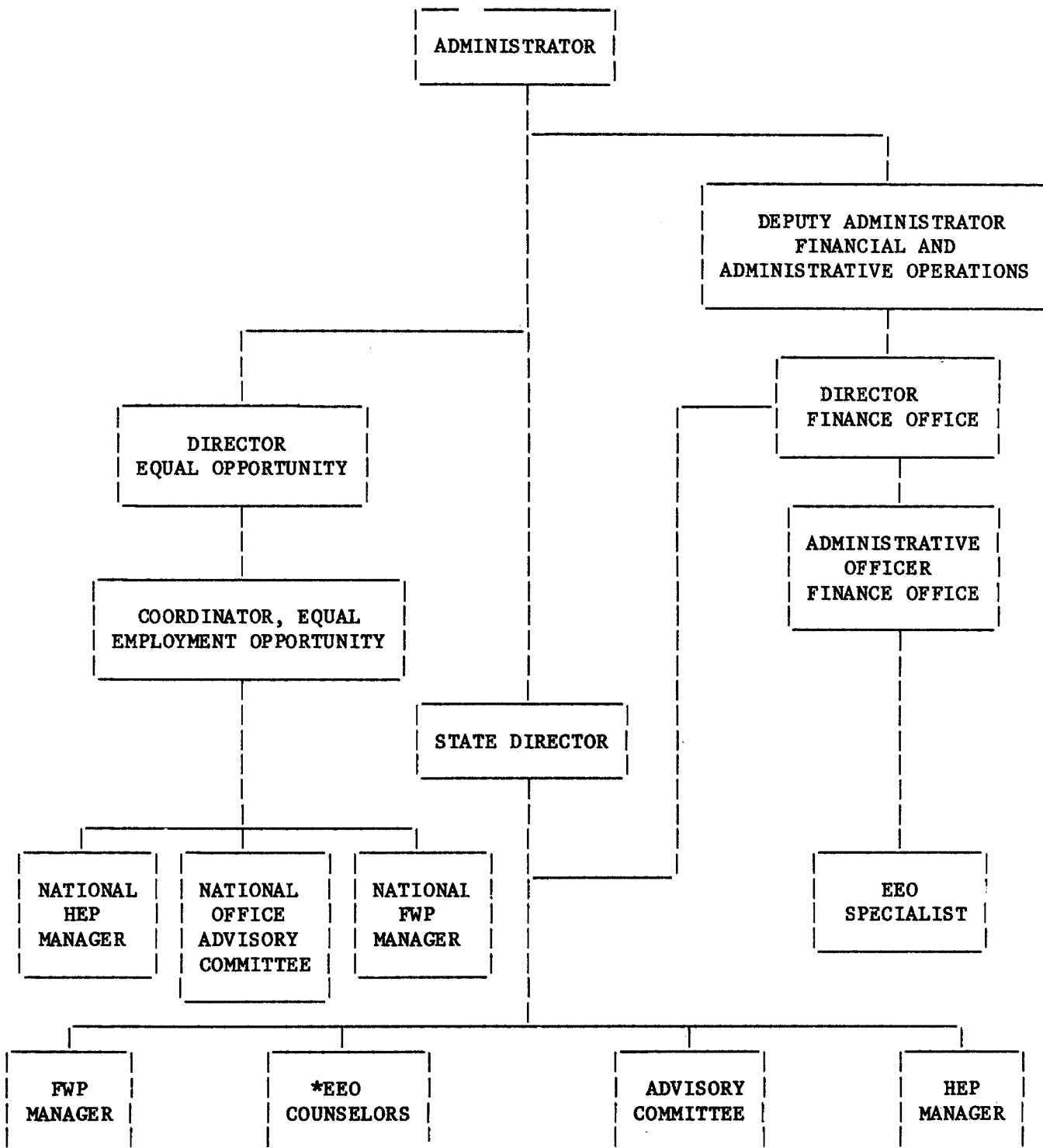


Structure of EEO Program Responsibility



two (2) EEO Counselors-at-Large, employees in the National Office, may serve as EEO Counselor for applicants and employees of FmHA and applicants and employees of any other Agency of the Department of Agriculture, nationwide

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IN FPM CHAPTER 713
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FPM LTR. NO. 713-37

UNITED STATES CIVIL SERVICE COMMISSION

FEDERAL PERSONNEL MANUAL SYSTEM LETTER

FPM LETTER NO. 713-37

Washington, D.C. 20415
May 20, 1977

SUBJECT: Documenting EEO Collateral Duties in Official Position
Descriptions

Heads of Departments and Independent Establishments:
Purpose

1. The purpose of this letter is to clarify position classification principles relating to documentation of EEO collateral duties in official position descriptions; to suggest an approach to documenting conditions of assignments and appraising employee performance of collateral EEO assignments in a memorandum of understanding, and to provide guidance for writing position descriptions of both full-time Federal Women's Program and Spanish Speaking Program Coordinators and Coordinators with collateral assignments.
2. Although this letter provides guidance for describing the duties and responsibilities of Federal Women's Program Coordinators and Spanish Speaking Program Coordinators, it is our intent to require the documentation of collateral duties for any employee working in the EEO Program, i.e., EEO counselors, EEO investigators, Upward Mobility Program Coordinators. Proposed revisions of part 713 which will amend procedures for processing complaints of discrimination, will require the Civil Service Commission to eventually issue further guidance on the duties and responsibilities for EEO Officers, EEO counselors, and EEO investigators. However, until new guidance is issued, the requirements and guidance issued in this letter apply.

Documenting EEO Collateral Duties in Official Position Descriptions

3. Official EEO duties and responsibilities assigned to employees on a collateral basis must be described in the official position description that covers the position the employee occupies. EEO collateral duties must be included in the position description to reflect the formal qualification requirements imposed on the position by the EEO collateral assignment and to permit a determination that there is no grade level effect of the assignment.

- a. Definition. EEO collateral assignments are official EEO duties and responsibilities assigned to an employee in addition to the

INQUIRIES: Office of the Federal Women's Program, (202) 632-7082

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primary duties and responsibilities of the position the employee occupies. EEO collateral assignments have the following characteristics:

- (1) The employee who receives the assignment must meet qualification requirements for EEO collateral assignments published in CSC Handbook X-118;
- (2) The EEO collateral assignment does not constitute the primary purpose for establishing or continuing the position;
- (3) For purposes of the EEO collateral assignment, the employee receives technical guidance and review, but not supervision, from an individual other than the regular supervisor (e.g. EEO official or line manager with overall EEO responsibility for an organization);
- (4) The assignment does not constitute a grade controlling duty or responsibility;
- (5) The assignment is not a primary duty of the position (it constitutes less than 50% of the employee's work time);
- (6) The EEO collateral assignment may be ended, or reassigned to another employee at management's discretion without complying with adverse action regulations.

b. Noncollateral EEO Assignments. Assignments that do not have all of the characteristics in 3a above are not collateral duties, and must be treated as continuing regular assignments. The position must be classified according to position classification principles including principles for classifying mixed grade positions. If the official EEO assignment results in a promotion, agency merit promotion procedures must be followed; the Whitten Amendment must be observed; the employee must meet qualification requirements for the grade level and series of the resulting new position; and the nature of the promotion action must be consistent with the intended duration of the assignment. Agencies must comply with adverse action regulations if removal of a permanent EEO assignment from a position results in a reduction in grade, pay, or rank.

c. Required action. EEO collateral assignments must be described in writing, and made a part of the official position description occupied by the employee who receives the assignment. An official personnel action is not required when EEO collateral duties are

changed, added to, or deleted from a position. Agencies must amend a position description to recognize an addition, deletion, or change of an EEO collateral assignment. The position description must:

- (1) Show what official provides technical guidance and reviews the work of the employee. Describe the nature of this guidance and review.
- (2) Show the percent of the employee's worktime that is spent on the EEO assignment.
- (3) Describe the duties and responsibilities of the collateral assignment in detail and with sufficient clarity to determine the correct series and grade level of the work. The description should include only information necessary for classification, staffing, and other closely related personnel administration purposes.

Documenting Conditions of Assignments and Appraising Employee Performance of Collateral EEO Assignments

4. Recommended action. As with any other official work assignment given to an employee certain conditions involving how and when work will be assigned, adjusted, appraised, and supported by resources should accompany the EEO collateral assignment in order to assure that the assignment is carried out in an effective and efficient manner. Therefore, it is recommended that when EEO collateral duties are assigned, a memorandum of understanding be prepared by the employee's immediate supervisor and the EEO official outlining the following conditions which should accompany the employee's assignment:

- How and when the employee will be assigned EEO work. Initially, it is recommended that the employee, the EEO official and the employee's immediate supervisor meet to discuss EEO assignments. EEO assignments need not flow to the employee through the immediate supervisor; however, every effort should be made by the employee and the EEO official to keep the immediate supervisor informed of all EEO assignments. In addition, it is also recommended that an employee not be given multiple EEO assignments i.e., Federal Women's Program Coordinator and Spanish Speaking Program Coordinator duties or Spanish Speaking Program Coordinator and Upward Mobility Coordinator duties. Each of these assignments requires time and individual attention, and if assigned to one person on a collateral basis, one of the assignments may suffer.
- How the percent of the employee's worktime devoted to EEO work will be adjusted to meet program goals. Initially, it is recommended that at a minimum, 20% of an employee's worktime be devoted to the EEO assignment in order to allow sufficient time for the employee to begin the assignment. After the initial assignment

of collateral duties, program results should be periodically reviewed (e.g., every 90 days) to determine the adequacy of achievements in relation to the amount of time devoted to the collateral work. Any increase or decrease in the percentage of time devoted to the collateral duties can be made based on these reviews. One of the essential factors to be considered when determining how much time is proper should be whether or not program goals are being accomplished in a timely manner.

- How the employee's performance of EEO work will be included in the summary adjective rating (Chapter 43 of Title 5, U. S. Code). For example, the employee's immediate supervisor and the EEO official may prepare separate written performance appraisals to be combined into one rating, or the immediate supervisor may wish to consult with the EEO official for verbal input at the time of the employee's performance rating.
- How and when the employee will get clerical support and office facilities to perform his/her EEO duties, i.e., typing and program assistance, telephone coverage, office space for private counseling sessions. Agencies are reminded that Executive Order 11478 states that it is the responsibility of each department and agency head to provide sufficient resources to administer the EEO program.

Describing Duties and Responsibilities in Position Descriptions

5. The Civil Service Commission has had numerous requests from agency officials as to what duties and responsibilities the position description should include for Federal Women's Program Coordinators and/or Spanish Speaking Program Coordinators, both on a full-time and on a collateral assignment basis. While one "ideal" position description which will fit all coordinator positions cannot be provided, the Commission can provide some guidelines for use in describing coordinator duties. The duties will vary, of course, depending on the agency program, and the coordinator's position description must reflect the individual agency program operation.

Scope of Responsibilities

6. For both full-time coordinators and coordinators with collateral EEO assignments, the scope of responsibility should be described, including the size of the installation, its geographic coverage and the number of employees. This gives an indication of the scope of the program and responsibility required for program development.

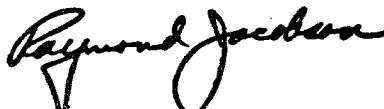
Knowledges:

- Knowledge of the employment and organizational policies and practices that result in discrimination, how they are identified, their causes, and possible solutions.
- Understanding of and commitment to the merit system of Federal employment and the principle of equal employment opportunity for women, Hispanics, etc.
- Understanding of the Federal labor-management relations program and the significance of an exclusively recognized union's standing as the exclusive representative of all bargaining unit employees.
- Knowledge of the special problems faced by women or Hispanics in employment.
- Ability to deal effectively with persons at all levels of the organization.
- Skill in factfinding.
- Skill in problem analysis and solution.
- Negotiating and consulting skills.
- Counseling skill.
- Ability to speak before large groups.
- Bilingual ability (Spanish Speaking Program Coordinators).

Duties:

- Advises the agency head, EEO official and agency Federal Women's Program Committee or Spanish Speaking Program Committee regarding employment policies and practices.
- Periodically analyzes the work force in the organizational components to identify underutilized classes of employees in particular occupations, organizations, lines of progression (career ladders) and/or geographical locations.
- When particular classes are not fully represented in the work force, reviews in detail personnel policies and practices and other management processes to identify existing barriers to hiring or advancement of the under-represented classes and recommends corrective action to top management.

- Participates in internal personnel management evaluations and special studies of employment practices.
 - Participates in planning agency recruiting efforts.
 - Reviews, analyzes, and participates in developing the agency EEO action plan. Assures that it is consistent with the principle of equal employment of women, Hispanics, etc.
 - Develops specific action items for the EEO action plan.
 - Carries out specific EEO action plan action items designated for the Federal Women's Program Coordinator or Spanish Speaking Program Coordinator.
 - Assists the EEO officer in monitoring the EEO complaints program and EEO action plan.
 - Is an agency official designated to receive discrimination complaints for forwarding to the director of EEO or EEO officer for processing.
 - Establishes working contact with EEO counselors in order to determine if complaints indicate problems in areas of assigned responsibility that require program improvements.
 - Facilitates contacts between managers and women's or Hispanic organizations and community groups.
 - Educates supervisors and employees on program goals and objectives.
 - Publicizes the program.
 - Assures that effective career counseling exists and coordinates activities with other individuals working in EEO and Personnel Management.
7. The duties described above are not all-inclusive, but are listed as a starting point from which to develop an appropriate description of duties. For further information on duties typically expected of the Federal Women's Program Coordinator, refer to the Civil Service Commission's Personnel Management Series No. 25, "Guidelines for the Federal Women's Program Coordinator". For further information on the duties of the Spanish Speaking Program Coordinator, refer to the Civil Service Commission's pamphlet SSP-74, "Guidebook for Spanish Speaking Program Coordinators."


Raymond Jacobson
Executive Director

United States Civil Service Commission

FPM Letter 713-41

Federal Personnel Manual System

FPM Letter 713-41

SUBJECT: New Title: Hispanic Employment Program Office

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of incorporation in FPM
chapter 713
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Washington, D. C. 20415
February 28, 1978

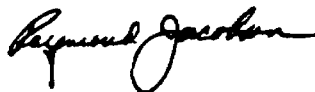
Heads of Departments and Independent Establishments:

1. For some time now, the U.S. Civil Service Commission has been considering a change in the title of the Spanish Speaking Program. We believe there is a need for a title that more fully reflects the nature of the goals and objectives of the Program, whose role is to insure equal employment opportunities through affirmative action for Americans of Spanish origin. The need for a term of general acceptance that would embrace the various Spanish-speaking groups has also been a matter of careful consideration.

2. The official title of the Program will henceforth be the Hispanic Employment Program, which is also more in accord with uniform terminology recommended by the Office of Management and Budget. Covered under the new title are the same Spanish-speaking groups, defined in the same manner as they were under the Spanish Speaking Program.

3. Those who serve as coordinators under this program will be designated as Hispanic Employment Program Coordinators.

We are aware that some agency program coordinators have, as part of their duties under this program, also been officially designated to assist in assuring delivery of services to Spanish-speaking groups and to serve in contract compliance efforts that relate to the Hispanic community. In these instances, the title "Hispanic Employment Program" should not be taken so literally that other essential services to the Hispanic community not specifically related to employment are precluded.



Raymond Jacobson
Executive Director

Inquiries: Hispanic Employment Program Office, extension 26800 or 632-6800

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COMPLAINT OF DISCRIMINATION IN THE FEDERAL GOVERNMENT BECAUSE OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, OR AGE <small>(Please Type or Print)</small>			(FOR AGENCY USE)		
1. WHAT IS YOUR (COMPLAINANT'S) FULL NAME?			2. WHAT IS YOUR TELEPHONE NUMBER INCLUDING AREA CODE		
YOUR STREET ADDRESS (OR RD NUMBER OR POST OFFICE BOX NUMBER)			HOME PHONE:		
YOUR CITY	STATE	ZIP CODE	WORK PHONE:		
3. WHICH FEDERAL OFFICE DO YOU BELIEVE DISCRIMINATED AGAINST YOU? (Prepare a separate complaint form for each office which you believe discriminated against you.)			4. ARE YOU NOW WORKING FOR THE FEDERAL GOVERNMENT? <input type="checkbox"/> YES (ANSWER A, B, C AND D BELOW.) <input type="checkbox"/> NO (CONTINUE WITH QUESTION 5.)		
A. NAME OF OFFICE WHICH YOU BELIEVE DISCRIMINATED AGAINST YOU:			A. NAME OF AGENCY WHERE YOU WORK:		
B. STREET ADDRESS OF OFFICE:			B. STREET ADDRESS OF YOUR AGENCY:		
C. CITY	STATE	ZIP CODE	C. CITY	STATE	ZIP CODE
			D. WHAT IS THE TITLE AND GRADE OF YOUR JOB?		
5. DATE ON WHICH MOST RECENT ALLEGED DISCRIMINATION TOOK PLACE:		6. CHECK BELOW WHY YOU BELIEVE YOU WERE DISCRIMINATED AGAINST. BECAUSE OF YOUR:			
MONTH DAY YEAR		<input type="checkbox"/> RACE, IF SO, STATE YOUR RACE _____ <input type="checkbox"/> COLOR, IF SO, STATE YOUR COLOR _____ <input type="checkbox"/> RELIGION, IF SO, STATE YOUR RELIGION _____ <input type="checkbox"/> NATIONAL ORIGIN, IF SO, STATE YOUR NATIONAL ORIGIN _____ <input type="checkbox"/> SEX, IF SO, STATE YOUR SEX _____ <input type="checkbox"/> AGE, IF SO, STATE YOUR AGE _____ <input type="checkbox"/> * (Complaints of discrimination because of age apply only to employees or applicants who are at least 40 at the time the discriminatory action is alleged to have occurred.)			
7. EXPLAIN HOW YOU BELIEVE YOU WERE DISCRIMINATED AGAINST (TREATED DIFFERENTLY FROM OTHER EMPLOYEES OR APPLICANTS) BECAUSE OF YOUR RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, OR AGE. (For each allegation, please state in the best of your knowledge, information and belief what incident occurred and when the incident occurred. You may continue your answer on another sheet of 36, or if you need more space.) <div style="text-align: right;">(or handicap)</div>					
8. HAVE I HAVE DISCUSSED MY COMPLAINT WITH AN EQUAL EMPLOYMENT OPPORTUNITY COUNSELOR (See Instructions): <div style="text-align: center;"><input type="checkbox"/> YES <input type="checkbox"/> NO</div>			9. NAME OF COUNSELOR:		
10. WHAT CORRECTIVE ACTION ARE YOU SEEKING?					
DATE OF THIS COMPLAINT MONTH DAY YEAR		11. SIGN YOUR (COMPLAINANT'S) NAME HERE: <div style="text-align: center;">*/ <input type="checkbox"/> Handicap, if so, state your handicap</div>			



■
SUBJECT: EEO Advisory Committee Meeting

TO: Coordinator
Equal Employment Opportunity

This is to advise you that the EEO Advisory Committee recently convened. A summary of the Committee's activities follows:

- A. Date of Meeting: _____
- B. Location of Meeting - City _____ State _____
- C. Time Meeting Commenced and Adjourned: _____
- D. Names of Members Present
- 1.
 - 2.
 - 3.
 - 4.
 - 5.
 - 6.
- E. Issues Discussed
- 1.
 - 2.
 - 3.
 - 4.
 - 5.
- F. Recommendations to Management
- 1.
 - 2.
 - 3.
 - 4.
 - 5.

Chairperson

Date

Attachments: (1) Minutes of Meeting
(2) Copy of Meeting Agenda
(3) List of Current Members by Name, Position/Title
Grade, Race and Sex